

**Ian**

**Ian.371917@2freemail.com**

* **Personal Summary**
* A persuasive and articulate young person who has superb influencing skills and the ability to come up with great ideas. Ian has a strong desire for success, loads of enthusiasm and a willing to work hard, effectively and efficiently. He is charismatic, results driven, can add value to any business and will go that extra mile to deliver results. Having excellent communication skills means he is able to meet and liaise with clients to discuss and identify their advertising requirements. Right now he is looking for a suitable position with a company that will give him the chance to develop a long term career path within their business.
* **Qualifications Summary**
* Wide-ranging knowledge of film ,theater production Design, and video projects from inception to completion. Effective at organizing and coordinating shoots; experience using production equipment. Conduct script analysis and contribute to script changes. Ability to write and edit scene, treatments, and scripts; competent in film editing.
* Provide efficient administrative support for a wide variety of program participants and staff. Prioritize and organize workloads to meet strict deadlines; train and support team members. Establish and maintain strong working relationships with management, staff, and internal and external groups.
* Enthusiastic and creative; demonstrated ability to achieve objectives within strict deadlines. Excellent organizational and communication talents; solid skills in improving productivity and efficiency while reducing costs.
* **Experience**
* **Artist & Production Designer [2006-2010]**
* TeatroFernandino
* **Production Designer**  **[2006-2010]**
* Pampanga High School Theatre Arts Guild
* Musical Plays: Phantom of the Opera,
* Les Miserable’s Miss Saigon
* Beauty and the Beast, Evita
* **Administrative Aide** **[2010-2013]**
* Local Government Unit
* City of San Fernando, Pampanga
* **TV Producer/Production Designer/Writer** **[2013-2016]**
* CLTV 36
* Central Luzon TV 36
* **TV Producer** **[2017]**

Bigwig Media Entertainment

**Production Skills**

* General office administration; dealing with telephone
* enquiries, booking meetings, managing petty cash and responding
* to general production related enquiries.
* Creating promotional material.
* News writing, editing, production, live studio
* Preparing and distributing briefing notes and scripts.
* Assisting in the editing and post-production of video and media projects.
* Audio visual devices.
* Sales Experience
* Administrative Work
* Written & Oral English Communication Skills
* Marketing Skills
* Microsoft Office Skills
* Good working performance with minimal supervision
* Stage Director, Production Designer, Costume Designer
* Playwright
* Theater Designer
* TV Producer and Writer
* TV Director
* Event Planning and Organizing

**Key Attributes**

 Adaptable and responsive to change.

 Continually building relationships at all levels across the business.

 Swiftly responding to all emails and queries.

 Able to work with minimal supervision.

**Education**

**College [2005-2009]**

University of the Assumption

Bachelor of Arts in Communication

**Secondary level [2000-2005]**

University of the Assumption

**Personal Skills**

Creative flair, Fast learner, Perseverance, Impeccable punctuality, Forward planning, Responsible, ‘Can do’ attitude